

JAILER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible and supervisory position in the police department, the primary duties of which include the proper care and control of inmates, maintaining a secure environment of the jail facilities, and overseeing Jailer I employees. Incumbents of this class provide on-the-job training to new employees and ensure required records and reports are properly completed. Employees in the class of Jailer II perform routine jailer tasks under the direct supervision of an assigned Police Lieutenant. This class ranks directly above that of a Jailer I.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises department employees. Sets task priorities for subordinates, assigns work or duty areas, and outlines duties and responsibilities for accomplishing goals. Observes the operations of the division and recommends any changes to departmental policy and procedure. Holds meetings with jail personnel, discusses work performance, trains new employees, and provides assistance in technical areas of work. Counsels employees who are experiencing work problems and directs them to a superior if needed. Discusses the performance of subordinates with superiors. Inspects the appearance of personnel.

Supervises jail personnel in the daily activities of prisoners, including the distribution of proper meals, administering clothing, and the maintenance and cleanliness of jail facilities. Screens visitors and watches prisoners during visiting hours to prevent any prohibited activity. Allows prisoners to make telephone calls when permitted. Performs CPR when required. Checks prisoner's medical records, administers medication, and calls a physician if medical attention is needed. Accompanies and transports prisoners in a department vehicle to and from the jail facility. Oversees the activities of prisoners and prisoner "trustees" taking place outside the jail facility, such as community service, recreational or rehabilitation activities.

Oversees the security of the jail facilities. Searches prisoners who are brought to the jail and secures their personal property. Determines if prisoners must be placed in isolation or with other prisoners. Ensures information, photographs, and fingerprints of arrested person are properly recorded. Uses discipline, restraining devices or weapons when needed to control disruptive behavior of prisoners. Makes regular tours of the jail cells, searching for contraband items and ensuring all prisoners are

accounted for. Inspects the jail facility and equipment to maintain safety precautions. Operates security devices such as cameras, monitors, or automatic or manual locks. Checks bathroom and/or kitchen facilities to make sure they are in working order and makes minor repairs to facilities when needed. Inspects packages and mail sent to prisoners and confiscates any contraband items. Maintains security while in the courtroom.

Prepares for shift by reviewing records of previous shift activity or being briefed by supervisor. Keeps up-to-date in departmental manuals or instructions and informs subordinates of changes in regulations or departmental policies. Reviews reports written by subordinates to determine if jobs were completed effectively. Personally completes and files any forms or records required by the department and the city. Retrieves files when requested by authorized persons. Ensures records of jail activity are properly completed. Acquires the ability to proofread reports and documents, compose complete sentences and suggest grammatical changes when necessary.

Maintains an orderly inventory of department property, equipment and supplies. Recommends the purchase of equipment and supplies, keeping such purchases within the established budget. Distributes equipment and supplies to jail personnel. Answers phone inquiries about the operation of the jail and handles complaints from the public. Promotes a positive image of the work of the department and conducts tours of department facilities for school or civic groups. Coordinates with the Clerk of Court for inmate warrant management and pay plan options. Explains bonds and bonding procedures to inmates and the public. Collects fines and bond money and issues receipts.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Jailer I for at least two (2) years immediately preceding closing date for application to the board.